



INTERCOLLEGIATE BROADCASTING SYSTEM

MEMORANDUM

TO: Business Managers of Member Stations

Date: Jan. 4, 1947

FROM: Paul F. Yergin

At the Governing Council meeting in October an assessment plan was passed which provides for the payment of dues by each Member group in proportion to its total income. Therefore I am requesting that you send the following information to the New York Office as soon as possible.

1. Estimated total income for Fall semester, 1946-47
(include period from Aug. 1, 1946 to Jan. 31, 1947, or similar period)
2. Expected income for Spring semester (include period from Feb. 1, 1947 to July 31, 1947)
3. Breakdown of Fall semester income into:
 - a. Local Advertising
 - b. National Advertising
 - c. Student Tax Appropriations (or similar)
 - d. Other

A questionnaire form is enclosed which you may use if you find it convenient.

I realize that it is not possible to give exact figures for most of this information. However, it is necessary to collect such approximate information as is immediately available.

In addition to the above estimates will you please send in a final statement of income (and expenditures, if possible) for the Fall semester when (and if) it becomes available.

There are three reasons why this information is needed immediately. They are:

1. The Executive Committee is considering the possible necessity of drastic reductions in the operating expenses of the national office. To guide it in its decision it needs to know the incomes of the Members, for it is obvious that the rate of expenditures of the national office must bear some reasonable relation to the income of the Members. This is a most urgent matter.
2. Several Members have asked for preliminary estimates of the dues they will be required to pay under the present assessment plan. Without the information requested above not even a rough guess can be made.
3. The Governing Council will need the information in order to make reasonable decisions concerning budget and assessments at its April meeting

INTERCOLLEGE BROADCASTING SYSTEM

MEMORANDUM

TO: National Board of Directors

FROM: [Name]

As the Governing Council meeting in October, a resolution was passed which provided for the payment of dues by each member group in the form of a cash payment. This resolution was passed by a vote of 10 to 2.

Estimated total income for the year ending 1947-48 is \$1,200.00. (This estimate is based on the 1946-47 income of \$1,100.00.)

2. Expected income for the year ending 1947-48 is \$1,200.00.

3. Breakdown of total estimated income into:

- a. Local Advertising
- b. National Advertising
- c. Student Tax Contributions (or similar)
- d. Other

A questionnaire form is enclosed which you may use as you wish.

I realize that it is not possible to give exact figures for many of the items in this questionnaire. It is necessary to collect more information before we can give exact figures. In addition to the above estimates, I have also given some rough estimates of the income from the fall semester (and if it becomes available).

There are three reasons why this information is being furnished to you:

1. The Executive Committee is considering the possibility of making a revision in the operating expenses of the National Office. It is in the decision to make the income of the members, and it is to be noted that the rate of expenditure of the National Office has been increased in relation to the income of the members. This is a very important factor in the decision to make a revision in the operating expenses of the National Office.
2. Several members have asked for preliminary estimates of the income of the National Office for the year ending 1947-48. They will be required to pay under the present assessment plan, and the information requested above will be used to determine the amount to be paid.
3. The Governing Council will need this information in order to make a decision concerning income and assessments at the April meeting.